<u>**South Dakota Department of Education**</u>
Technology Plan Guidelines
For Plans with a Proposed Effective Date of July 1, 2007 through June 30, 2010

The District Technology Plan is a document that guides the district in appropriating technology to teach students effectively, develop staff proficiencies, and maximize equipment usage. In addition, Technology Plans are a requirement for Federal E-Rate funding as well as Title II, part D formula and competitive grants applications. The South Dakota Department of Education has developed the following standardized organization to assist school districts in developing/revising their plans. Along with these guidelines, Internet sites have also been included that provide further guidance.

It is recommended that this format is followed when compiling the District Technology Plan.

It is strongly advised that the ==district take the enclosed form and list corresponding page numbers to each bulleted item== to ensure all sections are covered in your submission and to provide easy reference for the reviewer.

Revision addendums can be submitted electronically (Microsoft Word, PDF) to <u>jeanette.meade@state.sd.us</u> or can be mailed to:
> **Technology Plan**
> **South Dakota Department of Education; Office of Curriculum, Technology and Assessment;**
> **700 Governors Drive**
> **Pierre, SD 57501**

For additional help see examples on: http://doe.sd.gov/octa/techplan/index.asp

Include District Information
School District Name:
District Number:
School District Mailing Address:
City:
Zip Code:
District Contact Person and Title:
Contact Phone:
Contact Email:

1. Technology Committee
- List the Technology Committee members and their title. ON PAGE_____

2. Vision
- State the district's vision. It needs to incorporate technology. ON PAGE_____

3. Needs Assessment
- List all groups that you collected data from for your needs assessment. ON PAGE_____
  (Administrative Staff, Business/Professional, Former Students, Parents, Staff, Students)
- Explain how your needs assessment results were used in formulating goals and objectives. ON PAGE_____

4. Consolidated Application
- List your district's consolidated application/school improvement goals and explain how technology supports those goals. ON PAGE_____

5. **Three Year Goals and Objectives to Improve Student Academic Achievement**
   - State at least one technology goal that addresses student learning. ON PAGE_____

6. **Three Year Goals and Objectives to Improve Curriculum Integration**
   - State at least one technology goal that addresses Curriculum Integration. ON PAGE_____
   - Explain how the district plans to integrate technology into the curriculum over the next three years. ON PAGE____
   - Explain how technical support is provided for curriculum integration of technology. ON PAGE_____
   - Explain your district's plan for addressing distance learning in the next three years. ON PAGE_____

7. **Three Year Goals and Objectives to Improve Staff Development (E-rate, Title II Part D Requirement)**
   - State at least one technology goal that addresses Staff Development. ON PAGE_____
   - Explain the content of your staff development training (i.e. integration training, personal skills enhancement training, maintenance and support training, distance learning training, new technologies, etc). Include as much detail as possible. Use of the following table may help. ON PAGE_____
   - Explain your district's plan for staff development using distance learning in the next three years. ON PAGE_____
   - Explain the professional development follow-up that will be provided for staff development trainings. ON PAGE_____

Professional Development	Content	Person Responsible	Projected Dates	Follow-Up

8. **Three Year Goals and Objectives to Improve Infrastructure.**
   - State at least one technology goal that addresses infrastructure.   ON PAGE_____

9. **Inventories (E-rate, Title II Part D Requirement)**
   - List the district's technology inventory (such items as computers, servers, hubs, cameras, graphing calculators, TV's, telecommunications equipment, distance learning equipment, etc.).
     Public School Districts meet this requirement through the annual technology survey submitted to the K-12 Data Center at https://members.k12.sd.us/in/DDNAdmin/DDNSurveys.asp
     Private Schools who do not utilize the above site (which is available to them) for inventory will need to address this item in detail and **must be kept on file at the district for audits**   .

   - Describe what records management information you are maintaining on the district's technology equipment. (i.e. hard drive size, RAM, processor speed, video capability, networked, etc.). ON PAGE_____
   - List software programs, site licenses and indicate quantity of each that the district plans on purchasing over the next three years.   ON PAGE_____

10. **Facilities and Model Classroom Configurations (the following may be attached separately) (E-rate, Title II Part D Requirement)**
   - Include your present facility and configurations as a schematic. ON PAGE_____
   - Explain the district's plan to review and update network and facilities. ON PAGE_____

11. Three Year Action Plans(E-rate, Title II Part D Requirement)
- Provide an action plan for each of the above stated goals. Action plans must include: all goal activities, timelines, person(s) responsible, projected funding and assessment plan. ON PAGE_____

Specific **goals** and objectives the activity addresses as stated in the district's technology plan	Activity	Person(s) responsible	Timeline	Projected Cost	Assessment used to measure impact

12. Acceptable Use (E-rate, Title II Part D Requirement)
- Explain how the district addresses personal use and access of online services for students and staff.   ON PAGE_____
- Explain how the district addresses ownership of software and data. ON PAGE_____
- Explain how the district protects confidentiality of records. ON PAGE_____
- Explain the consequences for violating your Acceptable Use Policy for students and staff.   ON PAGE_____
- Attach Acceptable Use Policy. ON PAGE_____

13. Distance Learning Policy (State Requirement)
- **Explain the District's plans for distance learning** (video-conferencing and internet-based distance) **in the next 3 years and provide funding source. (E-rate, Title II Part D Requirement)**   ON PAGE_____
- Explain how your policy addresses video-conferencing and internet-based distance learning (e.g. WebCT). ON PAGE_____
- Attach Distance Learning Policy. ON PAGE_____

14. Children's Internet Protection Act   (E-rate, Title II Part D Requirement)
- Explain the district's CIPA safety policy, including the use of filters to protect against access to the visual depictions outlawed in the act.
  Address:
  - access by minors to inappropriate matter on the Internet and the web;
  - the safety and security of minors when using electronic mail, chartrooms and other forms of direct electronic communications;
  - unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
  - unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
  - measures designed to restrict minors' access to materials harmful to minors.

- Describe the districts policy for monitoring and updating blocking/filtering software. ON PAGE_____
- Provide an explanation of your districts continuing efforts to provide the public (your parents) with information regarding internet safety.   ON PAGE_____

15. Three Year Telecommunications Services and Equipment. E-rate, Title II Part D Requirement
- Explain your policy for usage/maintenance/upgrading of telecommunications ON PAGE_____
- Explain the district's plan to maintain, review and update obsolete technology (data, video, and voice everything from handheld calculators to computers)   ON PAGE_____
- Explain the district's plans for the future procurement and expansion of telecommunication services and equipment (data, voice, and video) and provide funding source.   ON PAGE_____

  - Include how the district will acquire additional equipment (voice, data, and video)
  - Explain what kinds of equipment will be acquired and;
  - Include plans for maintaining and upgrading the current system (voice, data, and video).

16. Funding Source and Budget   (E-rate Requirement)

- Quantify the amount of funds to be used for implementing the technology plan and identify the funding sources for each activity in the district's Technology Plan. ON PAGE_____
    - o **Telecommunication Services**
    - o **Hardware**
    - o **Software**
    - o **Professional Development**
    - o **Other services identified in the technology plan**

May be a narrative or table.

Activity (from action plan)	Category of funding (listed above)	Funding source(s)

17. Evaluation   (E-rate, Title II Part D Requirement)

- Describe the process for evaluating the district's overall Technology Plan. ON PAGE_____
- Explain the measures taken for evaluating the impact of the plan on student performance. ON PAGE_____
- Explain the revision process if the Technology Plan needs adjustments prior to the expiration date (note updates/addendums can be submitted yearly on a three year approved plan). ON PAGE_____
- Indicate whether this plan requires District Board of Education approval and if so include the date approved. ON PAGE_____